

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date March 9, 1976		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: APR 13 1976 Application No. 76-126 Date Completed: APR 28 1976	
2. Agency Application No. 3240-001		3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Financial Services Division Instructional Materials Unit Room 224, 12 Mitchell Street, Atlanta, Georgia 30334		4. Person to Contact Paul Goethe	
				5. Working Title Assistant Director	6. Tel. No. 656-2404
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1965 to date		9. Exact Series Title School Library Resources and Textbook Project Files			
10. What is the function of the office in which this record series is created? The Financial Services Division administers the proper statewide distribution of APEG allotments and payments, state capital outlay funds and federal funds under Public Law 93-380, IV, B, with financial analysis and review to aid local systems in management and legal use of all funds. The Instructional Materials Unit provides leadership activities that will assist local education agencies to plan and implement functional programs in the areas of basic textual materials, Part B, ESEA Title IV, NDEA Title III-A, ESEA Title II, Public Law 93-380, and Title III Federal Impact Aid programs, 874 general operational funds and 815 building funds.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Making payments authorized to public and private schools by the Elementary and Secondary Education Act (ESEA), Title II, and/or later federal educational acts to provide supplementary funds for school library resources, textbooks, and other instructional materials. Included are: Project applications, statements of assurance, order forms, listing of materials, proposed system distribution of state allotment, inventory of materials, and request for reimbursement. Files are arranged: Alphabetically by local school system. ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		49		12	
Legal-size File Drawers		29		Floor Space Occupied (Square Feet)	
Record Center Boxes			60	This Year's	
				Last Year's	
				Preceding Year's	
				All Prior Years	
				AVERAGE DAILY REFERENCES	
				100	
				100	
				50	
				0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [X] []
- 14. Is there a duplication of this series in another office or agency? [] [X]
- 15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] [X]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
- 18. Could the function be performed if the files were lost or destroyed? [] [X]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
- 20. Does the record series provide data as input to an EDP file? [] [X]
- 21. Does the record series contain documentation produced as EDP printout? [] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? (PL 93-380, Sect. 434) Hold 5 years after the completion of the project. [X] []
93rd Congress H.R. 69, August 21, 1974.
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [X] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [] OTHER , then:

- [X] Hold in the current files area month(s)/ 3 year(s):
- [X] Transfer to [X] State Records Center [] Local Holding Area; hold 2 year(s):
- [X] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) Walker L. Baumgardner		Date 3/19/76	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved		W. L. Baumgardner	4/9/76
	State Auditor/Designee [X] Approved [] Disapproved		William M. Rixson	4-27-76
	Secretary of State/Designee [X] Approved [] Disapproved		Carol West	4-22-76
	Attorney General/Designee [X] Approved [] Disapproved		Robert H. Hall	4-28-76
	STATE RECORDS COMMITTEE			